



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

NO. 439, s. 2021

**DISSEMINATION OF DEPED ORDER NO. 010, S. 2020 DATED JUNE 8, 2020,  
“GUIDELINES ON THE GRANT OF CASH ALLOWANCE TO TEACHERS”  
AND DEPED ORDER NO. 013, S. 2021 DATED MARCH 17, 2021,  
“SUPPLEMENTAL GUIDELINES ON THE GRANT OF CASH  
ALLOWANCE TO TEACHERS”**

To : Assistant Schools Division Superintendent/s  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads (Public and Private)  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office disseminates **DEPED ORDER NO. 010, S. 2020, “GUIDELINES ON THE GRANT OF CASH ALLOWANCE TO TEACHERS DATED JUNE 8, 2020”** and **DEPED ORDER NO. 013, S. 2021 DATED MARCH 17, 2021, “SUPPLEMENTAL GUIDELINES ON THE GRANT OF CASH ALLOWANCE TO TEACHERS**, for information and guidance of all concerned.

2. Special attention is invited to the following items:

a. **Item III OF DEPED ORDER NO. 010, S. 2020 on EXEMPTIONS**  
to read as follows:

1. *Public School Teachers who fall under the following circumstance  
**shall not be entitled** to the grant of Cash Allowance:*

- a. *Those with no teaching load and performing non-teaching functions., duties, and responsibilities within the current school year;*
- b. *Those who are on absence without leave (AWOL), indefinite sick leave of absence, maternity leave, or study leave within the current school year;*



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29 JUN 2021



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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**Office of the Schools Division  
Superintendent**

- c. Those who are found guilty of any offense in connection with their work and meted the penalty in the previous school year; and*
- d. Those who are no longer in service as of the official start of the current school year.*

2. *Teachers in items 1.a and b. who resume duty and are assigned within at least one (1) teaching load within the current school year shall be entitled to the Cash Allowance on a pro-rata basis.*

b. **Item 5 of DEPED ORDER NO. 013, s. 2021**, that states:

***All other provisions of DEPED ORDER NO. 010, S. 2020 shall remain enforced.***

3. Wide dissemination of and strict compliance with this Memoranda is hereby enjoined.

**SENEN PRISCILLO P. PAULIN, CESO VI**  
Schools Division Superintendent

SPP/MKP-NLR-JMA/OSOS/SPP/bing  
06/29/2021



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Republic of the Philippines  
**Department of Education**

08 JUN 2020

DepEd O R D E R  
 No. **010** s. 2020

**GUIDELINES ON THE GRANT OF CASH ALLOWANCE TO TEACHERS**

To: Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 Schools Division Superintendents  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Grant of Cash Allowance to Teachers** for School Year (SY) 2020-2021 and the SYs thereafter pursuant to the Special Provision No. 10 of Republic Act No. 11645, the General Appropriations Act (GAA) for Fiscal Year 2020, titled *An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Twenty and for Other Purposes*.
2. DepEd may issue supplemental guidelines to further implement this Order in the event of additional requirements set by national laws or policies, or as may be necessary.
3. This Order shall take effect immediately upon issuance.
4. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
 Secretary

Encl.:  
 As stated



Reference:  
 Memorandum OUF-2020-0167 dated May 04, 2020

To be indicated in the Perpetual Index  
 under the following subjects:

ALLOWANCE	POLICY
EXPENSES	PURCHASE
FUNDS	RULES AND REGULATIONS
MONITORING AND EVALUATION	TEACHERS

SMMA, APA, MPC, JoBM, DO Cash Allowance  
 May 22, 2020

## **GUIDELINES ON THE GRANT OF CASH ALLOWANCE TO TEACHERS**

### **I. PURPOSE**

1. In the constant effort to capacitate and empower the teachers, the Department of Education (DepEd) is continuously expanding their welfare and benefits through the grant of Cash Allowance to Teachers, formerly known as the **Chalk Allowance**. This allowance is intended to augment the expenses incurred/spent by teachers in the actual performance of their teaching responsibilities.
2. The actual amount of the allowance to be given shall be governed by the provision indicated in the approved general appropriations act (GAA) of the current year.
  - a. For Fiscal Year (FY) 2020, Special Provision No. 10 of the Republic Act (RA) No. 11645, the GAA for FY 2020, or **An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Twenty, and for Other Purposes**, stated that the Cash Allowance to Teachers shall be used for the payment of **Three Thousand Five Hundred Pesos (P3,500.00)** per classroom teacher for every school year for the purchase of teaching supplies and materials.
  - b. For succeeding years, the amount shall depend on the approved allocation to be indicated in the GAA.

### **II. SCOPE OF THE POLICY**

1. The Cash Allowance shall be granted to all permanent and provisional teachers, including Alternative Learning System (ALS) Mobile Teachers and District ALS Coordinators (DALSCs), in all public elementary, junior, and senior high schools, and community learning centers, who are in service<sup>1</sup> in DepEd for the current school year, and assigned **with at least one teaching load**.

Teachers who are in service in DepEd as of the official first day of the school up to 30 calendar days after the start of the school year shall be entitled to the full amount of the Cash Allowance. Teachers whose assumption to duty is beyond 30 days after the official first day of school shall be entitled to the Cash Allowance on a pro-rata basis.

2. Public School Teachers are defined in RA No. 4670 or the **Magna Carta for Public School Teachers**, as **All persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges, and universities operated by the government or its political subdivisions; but this shall not include school nurses, school physicians, school dentists, and other school employees.**

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<sup>1</sup> Reckoned from the date of assumption to duty



### III. EXEMPTIONS

1. Public School Teachers who fall under the following circumstances **shall not be entitled** to the grant of Cash Allowance:
  - a. Those with **no teaching load** and performing non-teaching functions, duties, and responsibilities within the current school year;
  - b. Those who are on absence without leave (AWOL), indefinite sick leave of absence, maternity leave, or study leave within the current school year;
  - c. Those who are found guilty of any offense in connection with their work and meted the penalty in the previous school year; and
  - d. Those who are no longer in service as of the official start of the current school year.
2. Teachers in items 1.a. and b. who resume duty and are assigned with at least one (1) teaching load within the current school year shall be entitled to the Cash Allowance on a pro-rata basis.

### IV. GUIDELINES AND PROCEDURES

1. The Cash Allowance shall be given to entitled public school teachers not earlier than the official start of every school year<sup>2</sup>, as stipulated in the annual issuance on the official School Calendar, or as may be decided by the Secretary or his/her designated authority in cases of emergency situations.
2. The Secretary may delegate authority to the Execom-in-Charge of Finance in determining the payment schedule of the Cash Allowance.
3. Teachers who will assume duty beyond 30 calendar days after the official start of the school year shall be eligible for the Cash Allowance on a pro-rata basis.
4. The Execom-in-Charge of Finance shall release supplemental guidelines on the computation of pro-rated amount of Cash Allowance for eligible teachers.
5. The Cash Allowance shall cover the expenses of teachers for the purchase of teaching supplies and materials, tangible or intangible, for the implementation or conduct of various modes of learning delivery.
6. Said allowance shall be considered as an outright expense. Presentation or submission of bills and receipts shall not be required.
7. Regional lump-sum specific for the payment of the Cash Allowance shall be allocated in the Special Provisions of the GAA starting FY 2020 and the years thereafter.



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DEPED-OSEC-433581

<sup>2</sup> "The school year shall start on the first Monday of June but not later than the last day of August." as per Section 3 of Republic Act No. 7797: An Act to Lengthen the School Calendar from Two Hundred (200) Days to Not More Than Two Hundred Twenty (220) Class Days

8. Schools Division Offices (SDOs) shall submit the lists of eligible teachers to the respective Regional Offices (ROs) to facilitate the processing and payment of the Cash Allowance.
9. In cases wherein there will be a deficit in the allocated funds per SDO, the School Division Superintendent, through the RO, shall submit the request for additional funds to the DepEd Central Office (CO), through the Office of the Execom-in-Charge of Finance.
10. ROs shall submit the Reports on Payment of the Cash Allowance (RPCA) to the Finance Service (FS) - Budget Division, based on the reporting schedule set by the latter office.
11. FS - Budget Division shall consolidate the RPCA and furnish the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) for monitoring purposes.

#### **V. MONITORING AND EVALUATION**

1. All offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
2. Any related concerns of the offices not covered by the provisions of the policy shall be referred to the appropriate governance level.
3. The BHROD-PD, Finance Service-Budget and Accounting Divisions, Regional Administrative and Finance Division, and Finance Unit of SDOs shall monitor compliance and evaluate implementation of this DepEd Order.

#### **VI. EFFECTIVITY**

1. All existing Orders and Memoranda inconsistent with the provisions of this Order are hereby rescinded. The guidelines stated herein shall remain in effect, unless after repealed, amended, or rescinded.
2. This Order shall take effect immediately upon approval.



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DEPED-OSEC-433581



Republic of the Philippines  
**Department of Education**

17 MAR 2021

DepEd ORDER  
No. **013** s. 2021

**SUPPLEMENTAL GUIDELINES ON THE GRANT  
OF CASH ALLOWANCE TO TEACHERS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Supplemental Guidelines on the Grant of Cash Allowance to Teachers** in compliance with the approved increase from Three Thousand Five Hundred Pesos (P3,500) to Five Thousand Pesos (P5,000) per classroom teacher for every school year (SY) pursuant to Special Provision (SP) No. 11 of the General Appropriations Act (GAA) for Fiscal Year (FY) 2021, and as defined in I. Purpose, Section 2 of DepEd Order (DO) No. 010, s. 2020 titled *Guidelines on the Grant of Cash Allowance to Teachers*.

2. Pursuant to SP 11 of the GAA for FY 2021, the appropriated Cash Allowance to Teachers this year shall cover the following:

- a. annual medical and physical examination expense;
- b. internet and other communication expenses; and
- c. purchase of teaching supplies and materials, tangible or intangible, for the implementation or conduct of various modes of learning delivery.

3. For teachers who are assigned with at least one teaching load within the current SY and whose assumption or resumption to duty is beyond 30 days after the official first day of school, the criteria for the pro-rated payment of the Cash Allowance will be as follows:

<b>Date of Assumption to Duty from the Date of Opening of Classes (Calendar Days)</b>	<b>Percentage of Cash Allowance to Teachers</b>
a. Within the first 30 days	100%
b. After the first 30 days but not more than 90 days	80%
c. After 90 days but not more than 150 days	50%
d. After 150 days until the end of the SY	20%

4. The variables of the pro-rated amount will depend on the issuance of a DO on school opening.

5. All other provisions of DO 010, s. 2020 shall remain enforced.
6. For more information, please contact the following:
  - Pro-rata and Payment Concerns:  
**Office of the Undersecretary for Finance**  
2/F Alonzo Building, Department of Education Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone Number: (02) 8633-9342  
Email Address: usec.financebpm@deped.gov.ph
  - Guidelines and Procedures Concerns:  
**Bureau of Human Resource and Organizational Development  
Employee Welfare Division**  
4/F Mabini Building, Department of Education Central Office  
DepEd Central Office, Meralco Avenue, Pasig City  
Telephone Numbers: (02) 8633-7229 or (02) 8635-3760  
Email Address: bhrod.ewd@deped.gov.ph
7. This Order shall take effect immediately upon its issuance.
8. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:  
DepEd Order No. (010, s. 2020)

To be indicated in the Perpetual Index  
under the following subjects:

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